

OLC #78615

DDA

29 September 1978

MEMORANDUM FOR: Members, IRC Working Group

FROM:

[Redacted]

Chairman

STAT

SUBJECT: IRC Working Group Charter

Attached is a draft charter for the IRC Working Group. It is not elaborate, and may indeed seem merely to state the obvious. For purposes of legitimizing our efforts, however, a brief statement of the obvious has some value. Your comments and suggestions are welcome. The charter will be discussed at the Group's next meeting on 5 October, under the chairmanship of my successor, [Redacted]

STAT

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[Redacted]

Attachment: a/s

[Redacted]

STAT

UNCLASSIFIED

INTERNAL

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## ROUTING AND RECORD SHEET

STAT

SUBJECT: (Optional)

Chronological History of Purchase of Hillside Safes  
Through GSAFROM: Michael J. Malanick  
ADDA

EXTENSION

NO.

DDA 78-3853 DDA

DATE

2 October 1978 PKg m  
GSATO: (Officer designation, room number, and  
building)

DATE

OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)

1.

Deputy Legislative  
Counsel

RECEIVED

FORWARDED

coordinating point's

-PA -1

-IG -1

-DDA / OS -1

-OGC -1

✓ SEC I + HPSCI

STAT

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FORM  
3-62

610

USE PREVIOUS  
EDITIONS

SECRET

CONFIDENTIAL

INTERNAL  
USE ONLY

UNCLASSIFIED

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CHARTER  
for the  
WORKING GROUP  
of the  
INFORMATION REVIEW COMMITTEE

The Information Review Committee Working Group (IRC/WG) was established by the Information Review Committee (IRC) in May 1978 to provide a forum in which policy questions concerning release of information from Agency records could be reviewed by a membership representing all Agency components concerned with such releases. The membership includes representatives of the Deputy Directors for Operations, Administration, Science and Technology, and National Foreign Assessment, and representatives of the Director of Public Affairs, the Legislative Counsel, and the General Counsel. The Assistant for Information to the DDA, who is also Executive Secretary to the IRC, represents the DDA on the IRC/WG and serves as its chairman. The Chief, Information and Privacy Staff serves as adviser to the IRC/WG.

The IRC/WG will meet at the call of the Chairman but no less frequently than once a month. The Chairman will prepare a formal agenda for each meeting. Any member may request that a meeting be held and may submit items for the agenda for any meeting.

Any subject appropriate for review and discussion by the IRC may be reviewed and discussed by the IRC/WG. Where possible, problems in coordination between or among components involved in Freedom of Information Act (FOIA), Privacy Act (PA), or Executive Order (EO) Mandatory Declassification activities will be resolved by the IRC/WG without referral to the IRC. Where matters of major policy are concerned, the IRC/WG will staff out the matter as completely as possible and present solution options to the Chairman of the IRC for IRC determination.

Members of the IRC/WG are expected to keep their principals informed of the Group's activities and to communicate the Group's decisions and recommendations to all personnel in their components who are involved in FOIA, PA, and EO Mandatory Declassification activities.

The deliberations of the IRC/WG will be summarized in minutes of the meetings, and copies of these minutes will be made available by the Chairman to all members.